



Accountant

PROFILE • ABOUT ME

Dynamic and deadline oriented **Accounting Professional** with **2 Years** of experience in **Financial Accounting, Financial Auditing, Cash Management, Billing, Office Administration, HR Assistance.**

Well versed with **Reconciliations, Reporting, Auditing** and the **management of general accounting functions.** Superior analytical skills with an expertise in **transaction / workflow** details in support of process and **profit improvement.** Currently looking for a **similar position** in the **UAE** with the support of a **valid UAE Visit Visa.**

CAREER HIGHLIGHTS

- Standards of Accounting
- Knowledge of Regulatory Standards
- General Business Knowledge
- Software Proficiency
- GST and IT Return
- Bank Reconciliation
- Employee Management
- Payroll Accounting

WORK EXPERIENCE

ACCOUNTANT

LIVA HOLIDAYS

Kerala, India

- **Verification** and **filing** of **purchase invoices**
- Examining **bank statements** and **reconciling** them with **general ledger entries**
- **Cash handling** and **billing**
- Support **month-end** and **year-end close** process
- Maintain **Book Keeping & Ledger Accounts**
- Preparation and **e-filing** of **GST return** in a timely manner.
- Responsible for **paying** and **keeping records** of all **invoices**
- Co-ordination of other **departments** and solving their **queries**
- **Direct Taxation & Tax Audit**
- Monthly **monitoring budget** vs **actual**
- Prepare **Invoices** and **monthly statements** of **accounts**
- Handling **accounts payable**
- Reporting to the **management** with **monthly income & expense statement** with **tax filing**

Feb 2020

- Jan 2022

MOHAMMED ABDULLA

Dubai, UAE

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EDUCATION

Bachelor of Commerce

Kannur University

Kerala, India

Graduated

April 2019

Intermediate

Government of Kerala Board of Higher Secondary Education

Kerala, India

Completed

March 2016

High School

Government of Kerala General Education Department

Kerala, India

Completed

March 2014

COMPUTER PROFICIENCY

Tally ERP

MS Office

Windows

PERSONAL INTERESTS

- Travel
- Sports
- Social Media
- Music

VISA STATUS

Valid UAE Visit Visa

PERSONAL INFORMATION

Birthday

06/07/1998

Gender

Male

Marital Status

Single

Nationality

Indian

Passport

R1369044,

Expires 03/10/27

LANGUAGES

English

Hindi

Tamil

Malayalam

SKILLS

- Bilingual Communication
- Banking operational knowledge
- Standard Financial Knowledge
- Standard Clerical Knowledge
- Documentation & Reporting
- File Maintenance
- Time Management
- Critical & Creative Thinking
- Attention to Detail
- Pleasing Customer Service

VACCINATION STATUS

2 Dose Covishield

Vaccinated from: India

DECLARATION

I, **MOHAMMED ABDULLA** , hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

MOHAMMED ABDULLA

Dubai, United Arab Emirates